

DD/A Registry
File Contracts

DD/A Registry
76/0813

13 FEB 1976

Mr. Andrew E. Beer
25 Sutton Place
New York, New York 10022

Dear Mr. Beer:

Your letter of 6 January 1976 requests information on preparation and submittal of proposals for different types of projects. Since you have addressed several different specific areas, I will attempt to respond to each of your questions.

On the subject of how to go about submitting a proposal on behalf of a client company, you are advised that you may forward your client's proposal to the Central Intelligence Agency (CIA), Washington, D. C. 20505, and further, to the attention of the undersigned.

With regard to your question on methods and procedures for obtaining approval and funding for projects proposed by an independent contractor, our procedures and practices are not substantially different from those of any business organization. Your proposal, when received, would be forwarded to those components which may have a need for the product represented therein. If a need exists for your product, appropriate approvals and funding would be obtained, and one of our people would call you to advise you of our interest and perhaps ask for additional information or initiate necessary discussion with you to arrive at a mutually acceptable business arrangement.

You suggest sending you a copy of the CIA Act of 1949 and other data which might be useful in submitting proposals. The act certainly is in the public domain and is available but would not be useful to you in proposal preparation. I would suggest instead that you

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Mr. Andrew E. Beer

review the Armed Services Procurement Regulations which may be available at a nearby library or which may be purchased from the Government Printing Office in Washington, D. C. These regulations would be more helpful than the CIA Act but may be unnecessary since we would be willing to accept on a first submittal your standard commercial proposal, subject, of course, to incorporation of clauses required by Federal law if a contract is executed with you.

Your letter mentions contacting our [REDACTED] office STATINTL for help in proposal preparation. That office is not involved in our procurement process and would be of little assistance in proposal preparation. May I suggest that there are any number of management organizations which could be employed to provide advice and consultation on preparation of business proposals to the U. S. Government. For openers, I would suggest that you forward any business proposal you may wish to make in a letter form. Your proposal should describe as precisely as possible the product and/or service which you propose to provide and the terms and conditions on which you would be willing to make your product or service available.

For your general assistance and information, I am including with this letter a copy of our standard terms and conditions which would be a part of any contract with your firm. Determination as to which clauses would be incorporated would depend on the type of contract executed.

Also forwarded is a copy of our Form 3204. Please execute this form and return it to me with any other literature you may wish to provide which will help us understand the capability of your client.

Sincerely,

[REDACTED]

STATINTL

Chief
Procurement Management Staff
Office of Logistics

Enclosures

cc: DD/A

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ANDREW E. BEER

25 SUTTON PLACE
NEW YORK, N. Y. 10022

212-755-2370

January 6, 1975

Central Intelligence Agency
Washington, D. C. 20505

Gentlemen:

Would you kindly send me instructions as to how to go about submitting a proposal on behalf of a client company for:

1. An intelligence gathering research project;

and,

2. A product development project, for a product that could be useful in intelligence operations.

What are the methods and procedures for obtaining approval and funding for projects proposed by an independent contractor?

Could you furnish me with a copy of the Central Intelligence Agency Act of 1949 and any other pamphlets or instructions that would be useful for an independent contractor in submitting project proposals?

Might I make contact with someone from your [REDACTED] office for the purpose of asking questions and getting some guidance in putting the proposals in the appropriate format?

STATINTL

In the event you require some information about myself, I am enclosing herewith a Brief Resume.

Thank you.

Sincerely,

Andrew E. Beer
Andrew E. Beer

STATINTL

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